



**PD<sup>2</sup> v4.1e and FY00 and FY01**  
**DD Form 350 and DD Form 1057**  
**Summary Reports**

## Table of Contents

---

<b>1.</b>	<b>PD<sup>2</sup> v4.1e and FY00 and FY01 DD Form 350 and DD Form 1057</b>	
	<b>Summary Reports .....</b>	<b>Error! Bookmark not defined.</b>
1.1	Introduction.....	<b>Error! Bookmark not defined.</b>
1.2	Substantive Changes Made to the Forms.....	<b>Error! Bookmark not defined.</b>
1.3	DD Form 350/DD Form 1057 Overview.....	3
1.4	DD From 350 Functionality.....	3
1.5	DD Form 1057 Functionality.....	4
1.6	DD Form 350 and Office 2000 .....	6
	<b>Appendix A.....</b>	<b>1</b>

# 1. PD<sup>2</sup> v4.1e and FY01 DD 350 and DD 1057 Reports

---

## 1.1 Introduction

The DoD has made over 20 changes each in the FY01 versions of the **DD 350** and **DD 1057** reporting formats. Many of these changes are very significant and have resulted in substantial changes to the forms and the data collected. Because these changes are so significant it is very important that all sites should complete all **DD 350s**, **DD 1057** feeder sheets and **DD 1057** reports for FY00 prior to upgrading to v4.1e. Also, those organizations that use PD<sup>2</sup> for **DD 350** and **DD 1057** feeder sheet reports must wait till after v4.1e is installed to generate any FY01 **DD 350** and **DD 1057** reports. Otherwise, the data generated will be incorrect.

## 1.2 Substantive Changes Made to the Forms

Following are several examples of substantive changes. Block A3 **Contracting Office Code (COC)** has been split into 2 blocks to capture the **Reporting Agency FIPS 95 Code** (Block A3A) in addition to the **COC** (A3B). In the **DD 350**, the **SIC Code** (Block 12D) has been replaced by the **NAICS Code**. For **Type of Entity** (Block D1A), the **HBCU/MI** has been split to report HBCU and MI as separate codes. **Section D4 Preference Program** has been completely revised with blocks D1 through D4 in FY00 replaced by new blocks D1 and D2 in FY01. While this simplifies the data entry for the user, it creates some significant conflicts between the FY00 and FY01 forms. The **Type of Set-Aside** (Block D4A) went from 6 codes to 11 codes with some of the old codes now having new definitions. Type of **SDB Set-Aside/SDB Preference** (Block D4B) is now **Type of Preference** and the five codes now have different meanings. Blocks E1 through E4 are now used to capture contingency operations, **CAS Clause**, and non-DoD requesting offices. Even the old forms are gone, now replaced by a simple listing of the fields and values. The **DD 1057** Monthly report has similar changes to report educational institutions separate from non-profits and HBCU separate from MI.

PD<sup>2</sup> v4.1e incorporates all of these changes for the FY01 **DD 350** and **DD 1057** and updates all of the reference data for **FSC**, **NAICS**, **Country of Origin**, etc. Because of the magnitude of these changes, direct migration to v4.1e of **DD 350** forms prepared in an earlier version of PD<sup>2</sup> will not be possible. Likewise, **DD 1057** feeder sheets created in an earlier version of PD<sup>2</sup> will be inconsistent with current FPDS reporting requirements. In v4.1e, users will only be able to view **DD 350** forms prepared in prior versions.

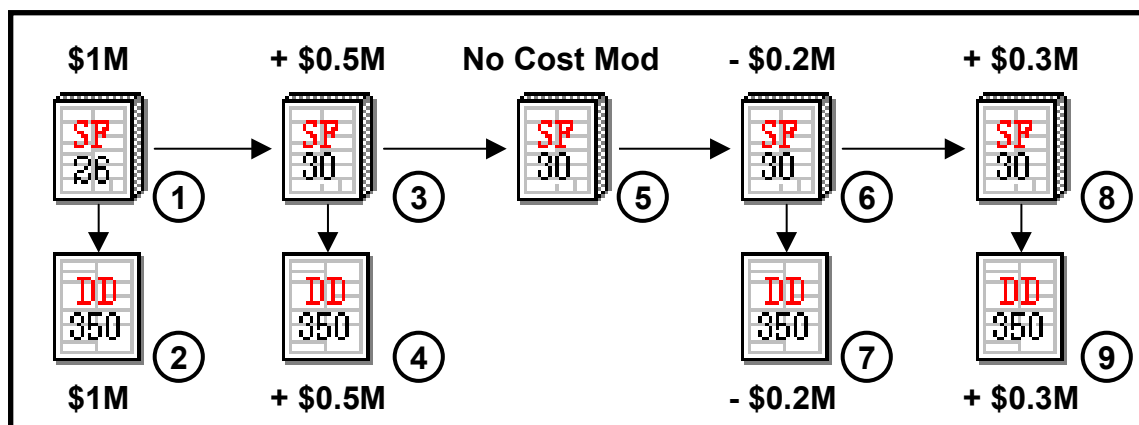
AMS will be providing a Service Release to PD<sup>2</sup> v 4.1e, which will allow users to view/print **DD 350s** and **DD 1057s** which have been created with earlier versions of the forms.

### 1.3 DD Form 350/DD Form 1057 Overview

The **DD Form 350** and **DD Form 1057** Summary Reports in PD<sup>2</sup> are designed to report award actions. DFARS 204.670-2 (refer to Appendix A) provides guidance on when award actions should be reported on a **DD Form 350** or a **DD Form 1057** Summary Report. PD<sup>2</sup> provides the flexibility to allow either a **DD Form 350**, or a **DD Form 1057** “Feeder Sheet”, to be created from any award action in the system. PD<sup>2</sup> provides this flexibility so the procurement professional can make the appropriate decision as to which report is required.

### 1.4 DD Form 350 Functionality

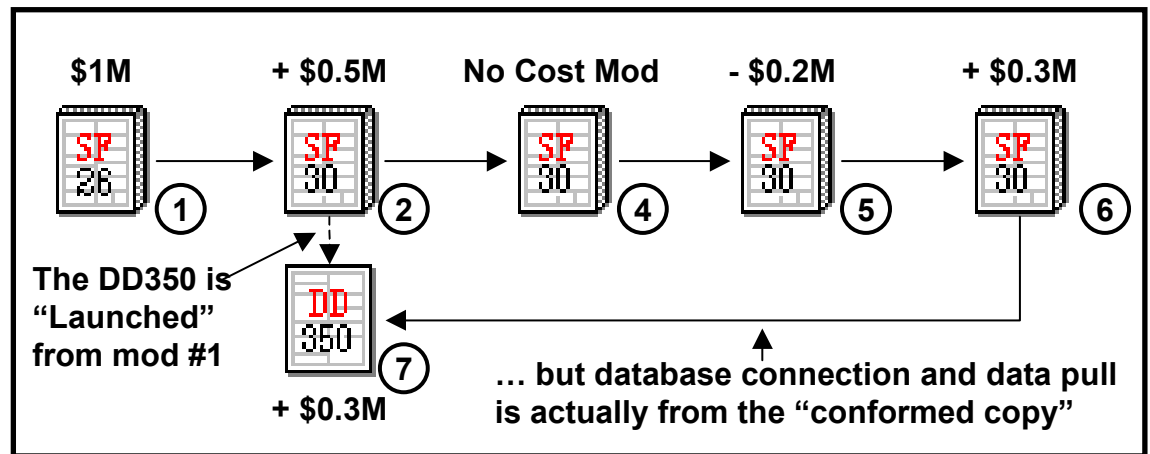
The common business process used by the DoD and supported by PD<sup>2</sup>, is for a **DD Form 350** to be created immediately after release of any contract action. In this manner, a **DD Form 350** is created for the original award action and a separate **DD Form 350** for each modification, which increases or decreases the obligation amount. Each **DD Form 350** created from a released modification will report only the change in obligation/de-obligation in that modification or instant action. Figure 1 represents this process. The encircled numbers show the order in which the documents are created.



*Figure 1: DoD DD Form 350 Reporting Process*

As stated earlier, PD<sup>2</sup> handles the **DD Form 350s** with this business process in mind. If a released contract document is selected and the **DD Form 350** is “launched” from the **DD 350 Form** menu option, then the **DD Form 350** will pull the appropriate data from the instant action of the “Conformed Copy.” The “Conformed Copy” of a contract is the current contractual “picture.” In the case of the **DD Form 350**, the system will pull the deltas derived from the last instant action into the report.

Figure 2 graphically depicts what occurs in PD<sup>2</sup> when the procurement professional does not create **DD Form 350s** for awards with multiple contract actions. The system was designed to pull the appropriate information for the **DD Form 350** from the last contract action only, regardless of whether the **DD Form 350** was launched from an earlier contract action. Therefore, the actual link to the database is from the **DD Form 350** to the last contract action of the award, rather than the contract action from which it was launched. The PIIN and SPIIN of the “Conformed Copy” will pull into the report, as well.



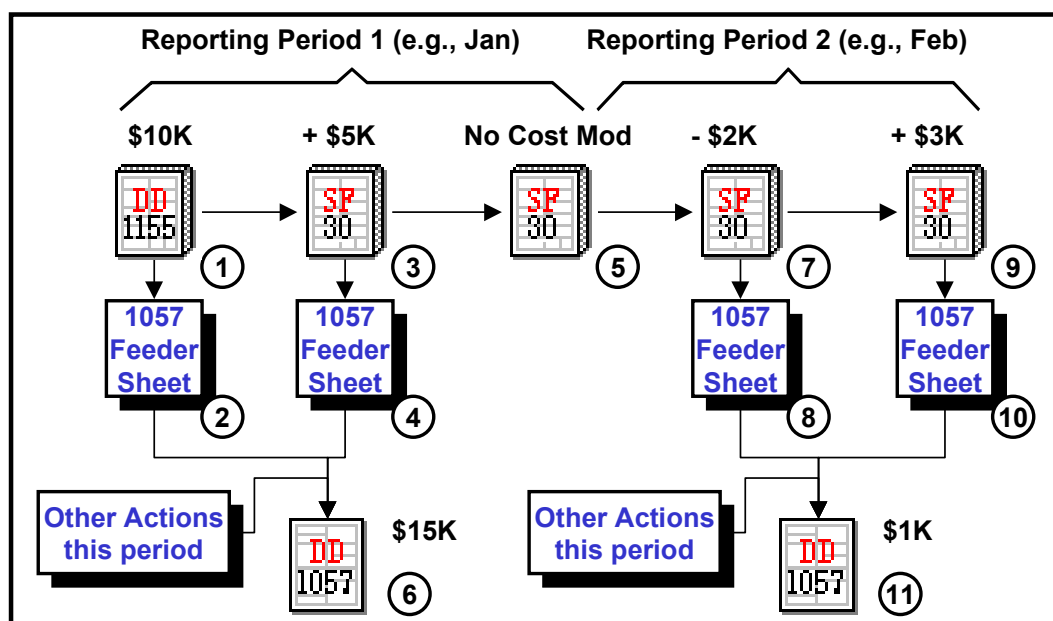
*Figure 2: Current DD Form 350 Functionality*

If an award does not have any additional contract actions associated with it, then the current functionality does not pose a problem for the procurement professional. Because the system pulls data from the last contract action, the report will reflect the data from the selected award. Therefore once version 4.1c is installed, the procurement official merely has to select an award and the **DD Form 350** menu option, and the system will create the **DD Form 350** with the FY01 edits.

## 1.5 DD Form 1057 Functionality

The **DD Form 1057** is different from the **DD Form 350** in that it summarizes many award actions. As a general rule, the **DD Form 1057** is used to summarize award actions that fall below \$25,000 (refer to Appendix A).

The **DD Form 1057** in PD<sup>2</sup> works by allowing the creator of an award document to create a **DD Form 1057** Feeder Sheet which collects data needed for the **DD Form 1057** Summary Report but not captured on the award form. When releasing any award at or below \$25,000, the system is designed to provide the user with a soft-check informing the user that a Feeder Sheet may be required. As was the case with the **DD Form 350**, the system is designed towards the goal of flexibility and will allow, but not require, the creation of a **DD Form 1057** Feeder Sheet for any award document or modification created in the system. The **DD Form 1057** itself is created by compiling together a series of feeder sheets not just from a single award but from all actions in a given time period for a specific issuing office. Figure 3 illustrates this flow.



*Figure 3: DD Form 1057 Functionality*

A **DD Form 1057** is created in PD<sup>2</sup> as a stand-alone document. The user has the ability to specify characteristics during the creation of the **DD Form 1057** such as a date range to be covered (often a month), and issuing office for which obligations/deobligations are being reported. The **DD Form 1057** then pulls all obligation/de-obligations and summary information from award actions feeder sheets meeting the criteria specified. Any award action in the system that meets the date range and issuing office specified, for which a feeder sheet has been created, is included regardless of its dollar value. The system is flexible and leaves to the procurement professional's judgement as to whether a feeder sheet should be created for a specific award action.

In the event that the **DD Form 1057** Feeder Sheets were not created for each award action, PD<sup>2</sup> provides the flexibility to allow the procurement professional to create the **DD Form 1057** Feeder Sheets after the award actions are released.

## 1.6 DD Form 350 and Office 2000

An important point must be made with regards to Office 2000 and the **DD Form 350**. PD<sup>2</sup> v4.1e supports and is compatible with Office 2000. In Office 2000, Microsoft increased slightly, the size of the Arial type font. Due to the very compact size of the **DD Form 350** and the amount of information required by the form, a very small Arial font size is used by PD<sup>2</sup>. The font change in Office 2000 coupled with the small field sizes on the **DD Form 350** screens in PD<sup>2</sup>, cause the text to be unreadable by the user. The user still has the ability to type into the fields, and the data entered is stored, however, it is not possible to see what has been typed. This makes the **DD Form 350** very difficult to use. This is only an issue if Office 2000 which contains the new Arial font is installed. There is a simple fix to this problem.

The solution to this problem is to replace the Arial font in Office 2000 with the previous version provided with Office 97 or versions of Windows 95 and 98. This file can be copied out of the Windows “fonts” directory of a machine which has not been upgraded to Office 2000 and placed in Windows “fonts” directory of a machine with Office 2000. In future versions of the PD<sup>2</sup> product (beyond v4.1e), **DD Form 350** field sizes will be expanded to accommodate the font size change.

# Appendix A

---

## DFAR Reference

### 204.670-2 Reportable contracting actions.

(a) Except as provided in paragraph (c) of this subsection, complete a **DD Form 350** for the following types of contracting actions in accordance with the instructions in 253.204-70:

(1) Actions that obligate or deobligate more than \$25,000, including actions executed by DoD for purchase of land, or rental or lease of real property, and excluding actions summarized on DD Form 1057 in accordance with paragraph (b)(2) of this subsection.

(2) Actions that obligate or deobligate \$25,000 or less and are in designated industry group under the Small Business Competitiveness Demonstration Program (refer to FAR subpart 19.10) or are under a very small business set-aside (refer to FAR subpart 19.9), except for--

- (i) Actions of \$500 or less;
- (ii) Foreign military sales;
- (iii) Orders or modifications under Federal schedules;
- (iv) Actions with government agencies;
- (v) Actions with non-U.S. business firms; and
- (vi) Actions where the place of performance is other than the United States and its outlying areas.

(b) Except as provided in paragraph (c) of this subsection, summarize the following types of contracting actions on the monthly **DD Form 1057** in accordance with the instructions in 253.204-71:

(1) Actions that obligate or deobligate \$25,000 or less, except actions reported on DD Form 350 in accordance with paragraph (a)(2) of this subsection.

(2) Actions that obligate or deobligate more than \$25,000, but not more than \$200,000, and support--

- (i) A contingency operation as defined in 10 U.S.C. 101(a)(13); or
- (ii) A humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(7).



(c) Do not report the following types of contracting action on either the **DD Form 350** or **DD Form 1057**:

(1) Imprest fund transactions, SF 44 purchases, and micro-purchases obtained through use of the Government-wide commercial purchase card.

(2) Transactions that cite only nonappropriated funds (Treat funds held in trust accounts for foreign governments as appropriated funds).

(3) Transactions for purchase of land, or rental or lease of real property, when the General Services Administration (GSA) executes the contracting action.

(4) Orders from GSA stock and the GSA Consolidated Purchase Program.

(5) Transactions that involve Government bills of lading or transportation requests, except orders placed under Regional Storage Management Office basic ordering agreements.

(6) Requisitions transferring supplies within or among the departments or agencies.

(7) Pursuant to 204.670-6(b), orders placed by other contracting activities against indefinite-delivery contracts awarded by the--

(i) Military Sealift Command;

(ii) Defense Energy Support for petroleum and petroleum products; or

(iii) Defense Supply Center, Richmond, for petroleum products.